

**USACE FINANCE CENTER  
BIWEEKLY REPORT  
PERIOD ENDING 14 NOVEMBER 2003**

**I. CEFMS:**

A. We provided CEFMS instructions to all USACE activities for preparation and submission of the FY 05 Civil Automated Budget (CAB). We coordinated the submission requirements with HQUSACE and USACE Finance Center staff. The initial submission, due to HQUSACE in mid-November, includes historical FY03 obligation data for all Civil Works appropriations, by object class. The final submission will be due to HQUSACE in mid-December, and will include projected obligation data for the current year (FY2004) and the budget year (FY2005).

B. We modified CEFMS to allow the collection of foreign funds in Foreign Currency (FC). This modification also permits one rate for the lifecycle of foreign fund related projects; i.e., recording/accounting for funds received from foreign governments that are processed uniquely from other FC fluctuating funds and allowing no gains or losses caused by foreign market exchange rates.

C. Representatives from the Systems Development and Maintenance Directorate (CEFC-S) attended an Integrated Process Team Meeting on 3 Nov at DFAS-Indianapolis. Presentations were made by all the DFAS Centers and UFC on Billing Systems and how the systems would feed data into the Intra-governmental Transaction Portal.

D. We completed a data call for DFAS-ARLINGTON, on data requested for the Intra-governmental Transaction Portal. This data call asked for FY 03 volume for rent and IT Services on Government Orders and Billings. The data call also inquired about CEFMS' ability to provide buyer side detailed lines of accounting at the time of the billing. This new Intra-governmental Transaction System will be used to collect intra-governmental transactions at the detail level for all DOD Systems.

E. We made changes to the Travel Settlement Certification screen (TRVLCERT) to notify a certifier if an employee has an outstanding debt related to the travel order being settled or any other debt recorded in CEFMS. This modification will provide information to the UFC Travel Division to determine what travel reimbursement settlements need to be held and applied against outstanding debts of the employee.

F. We hosted a meeting with Thomas Brockman, Linda Stoutenburg and Bill Holtzman to discuss the formation of regional databases in support of Vision 2012. The goal of the meeting was to provide information that Mr. Holtzman could use to prepare and brief CERM and the PROCOMM Steering Committee. The briefing will provide two options and provides the benefits and risks of each option. The draft briefing was discussed with all RBCs and RMs via conference call on 14 November 2003.

G. We released an updated P2/CEFMS Interface Information Paper and a one-page synopsis to all RMs and FAOs. The papers and changes in CEFMS related to the P2 deployment will be discussed in the HQUSACE CERM 17 November 2003 F&A Forum.

H. We converted one of our five CEFMS support contracts to Performance Based as required by OMB. GSA also required the contract be open for competition because a recent audit found too many sole-source contracts had been awarded by their office. This required the creation of new statements of work and evaluation criteria. The new contract will be effective 17 November 2003. We will now begin the conversion of the other 4 contracts.

I. We have fully funded our application DoD Information Technology Security Certification Accreditation Process (DITSCAP) contract. We have also received the first draft of the completed facility DITSCAP from the contractor and are in the process of reviewing the draft to determine corrective action for noted vulnerabilities.

## II. PROBLEM REPORTS/IMBALANCES:

### A. Open problem report inventory:

	<u>This Report</u>	<u>Last Report</u>
Total Problems	851	841
Priority #1 Problems	107	113

Received 224 new problem reports and completed 214 problem reports.

### B. Database Imbalances on our 61 Production Sites:

<u># of Imbalances</u>	<u>This Report</u>	<u>Last Report</u>
None	59	60
One	1	0
Two	1	0
Eight	0	1

## III. ACCOUNTING OPERATIONS:

### A. NUMBER AND LOCATION OF ONBOARD PERSONNEL:

<u>LOCATION</u>	<u>ONBOARD</u>
MILLINGTON	248
HUNTSVILLE	23
USACE HQ	1
<u>DA INTERN</u>	<u>4</u>
TOTAL	276

### B. DISBURSING WORKLOAD DATA:

<u>PAYMENT</u>	<u>CURRENT MONTH</u> <u>Nov 01 - 12</u>	<u>YEAR TO DATE</u> <u>Oct 01 - Nov 12</u>
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#### BY CHECK:

Checks Issued	4,789	16,245
Percent of Total	12%	13%
Dollar Amount	\$38,155,311	\$128,780,993

#### BY EFT:

Transfers Made	19,812	66,526
Percent of Total	88%	87%
Dollar Amount	\$780,276,859	\$1,963,947,975

#### **IV. OTHER UFC ISSUES:**

A. The Chief of our Information Management Division attended a Competitive Sourcing Preliminary Planning Management meeting 21-30 October 2003 in Arlington, VA. The meeting centered on the preliminary phase of a competitive sourcing initiative. Subjects such as availability of workload data, agency performance standards, determination of baseline costs, and roles and responsibilities of participants were discussed.

B. A representative from the Resource Management Division attended the FY04 HQUSACE manpower training conference held in Washington, DC, 4-6 November 2003. The conference addressed a variety of manpower issues and policies including upcoming data submissions for the POM and FORCON, status of strategic sourcing, impact of the global war on terrorism on USACE manpower, P2/CEMRS status and overview, Schedule 8 review, Integrated Manning Document management tools and query capability, and reporting requirements.

C. The UFC submitted its FY04 manpower utilization plan to HQUSACE on 12 November 2003. The plan projects usage of 264.77 FTE during fiscal year 2004, which is about nine percent less than the FY04 manpower allocation. On 7 November 2003, the Resource Management Division submitted its FY04 Civil Automated Budget to CERM-B detailing anticipated obligations by object class for all direct funds.

D. On 3 November 2003, we issued the notification letter to all Corps activities for our 2004 Standard Query Language (SQL) training schedule. We will conduct six sessions of basic and intermediate SQL training from April through August 2004. Each class is limited to about 12 students so that individual attention and instruction can be provided.

E. In accordance with OSD guidance dated 20 June 03, UFC is receiving input from USACE activities concerning the write off of debt that is over two years old. All USACE activities were to provide their write-off data by 14 November so we could meet the OSD "write-off goal" of 31 December 2003.

F. The UFC now has access to the Defense Eligibility Information Database System (DEIDS) used to inquire about the employment status of out-of-service DoD individual debtors. DEIDS access will alleviate UFC personnel from having to submit requests to the Defense Manpower Data Center (DMDC) to research out-of-service debts.

G. A Process Action Team (PAT) has been established at UFC to assist in clearing several old delinquent GSA bills. The team is working with the USACE activities and GSA to resolve the old outstanding debts.

H. The Military Field Report Division initiated a new process to generate a mid-month ICAR report. This new procedure gives UFC operational accountants forewarning of problems they can address and correct prior to month-end closeout. The accounting staff is currently struggling through massive problems created by last minute changes to several Army Management Structure Codes (AMSCO) by DFAS that deal with reimbursable funding for appropriation 2142020 (O&MA) funds. We are also dealing with continued compressed month-end reporting dates and any corrective action prior to month-end will help the finance center meet reporting dates.